



NDRSi

T RAINING GUIDE #13 How to Use the Case Finding Module

NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
620 John Paul Jones Circle, Suite 1100
Portsmouth, Virginia 23708-2103
757.953.0938

<http://www.nmcphc.med.navy.mil>

How to Use a Case Finding Module (Training Guide #13)

Step 1: Login to NDRSi

Step 2: From the Main Page, click the [Review Case-Findings by UIC](#) link. The 'Case Finding Module' page will be displayed. The table at the bottom of the page will display Case Findings Records that have been entered into NDRSi within the last 14 days.

Step 3: Set the search criteria for limiting or expanding the Case Findings Records to be reviewed:

- The text box limits the Case Findings Records displayed based on when they were imported into the NDRSi. Enter a number (30-days maximum) into the 'number of days' text box.
- In the drop-down list, select a diagnosis of the Case Findings Records to be reviewed. This will limit the list of Case Findings Records to only those records that have the selected diagnosis. Select ***View All** to search on all diagnosis.
- In the drop-down list select a UIC. This will limit the list of Case Findings Records to only those that have the selected UIC. Select ***View All** to search on all available UICs.

Step 4: After setting the Case Findings Records search criteria, click . The table will display Case Findings Records that meet the search criteria, if any exist.

Step 5: Case Findings Records listed in the table

can be sorted on the following columns:

- » Sponsor SSN
- » Potential Diagnosis
- » Date of Event
- » MTF
- » Classification

Sponsor SSN	FMP	Potential Diagnosis	Date of Event	MTF	Classification	Classification Criteria	Create MER?	Delete Case?
876543211	12 - Dependent child of Sponsor	Dengue Fever	10/15/2009	NH PENSACOLA	Positive	Classification Criteria for this disease has not been specified. Please contact the NDRSi Administrator.	<input type="checkbox"/>	<input type="checkbox"/>

Click on any of these column headers to sort the table contents for the listed columns.

When a table is sorted on a column:

- The column header will be displayed in blue **Sponsor SSN**.
- The displayed next to the column header, indicates that the column is sorted in ascending order, from first to last. The indicates that the column is sorted in descending order, from last to first. Click the table header to switch between the two options.

Step 6: The Case Findings Records listed in the table can be filtered on the column that display the in the table header, including:

- » Potential Diagnosis
- » MTF
- » Classification

Sponsor SSN	FMP	Potential Diagnosis	Date of Event	MTF	Classification	Classification Criteria	Create MER?	Delete Case?
876543211	12 - Dependent child of Sponsor	Dengue Fever	10/15/2009	NH PENSACOLA	Positive	Classification Criteria for this disease has not been specified. Please contact the NDRSi Administrator.	<input type="checkbox"/>	<input type="checkbox"/>

When the button is clicked:

- A window containing a drop-down list will be displayed, listing the items in the column. Select an item in the drop-down list to filter the Case Findings Records to only those that have that item.
- A column header that is filtered will display the funnel icon outlined in red.
- To clear the filter criteria and display all of the Case Findings Records, click the and select ***View All**.

Step 7: Review the Case Findings Records listed in the table. Two actions can be taken with a Case Findings Records: (1) Create a Medical Event Report based on it, or (2) Remove the Case Findings Records from the "List of Potentially Reportable Medical Events"

- If the Case Finding Record is reportable as a MER Case, click the in the 'Create MER' column. The page will be updated:
 - If the Sponsor, or a Sponsor's FMP, of the selected Case Finding Record does not have completed demographic information, the 'Sponsor Profile Page' will be displayed. Complete the fields marked with a single (*) and double (**) asterisk then click and then . The 'Medical Event Record' page will be displayed.
 - If multiple ICD9 Code assignments are found for a disease name, the 'Select ICD9 Code for Case-Finding Disease' page will be displayed. In the drop-down list, select the appropriate ICD9 Code and click . The 'Medical Event Record' page will be displayed.
 - Otherwise, the 'Medical Event Record' page will be displayed.
- The 'Medical Event Record' page will be displayed with data elements pre-populated from the Case Finding Record: Date of Birth, Race Gender, Sponsor SSN, Patient SSN if available, Date of Visit, Branch of Service, FMP and Diagnosis. After completing the MER Case, click to return to the 'Case Finding Module' page. The Case Findings Record that was reported as a MER Case will be removed from the "List of Potentially Reportable Medical Event(s)" table.
- If a Case Findings Record is determined not to be reportable as a MER Case, check the 'Delete Case' check box () , which will activate the Delete Cases button at the bottom of the table. Check as many Case Findings Record check boxes as necessary and click . The checked Case Findings Records will be eliminated from the 'List of Potentially Reportable Medical Event(s)' table.

IMPORTANT: Deletions cannot be undone. Proceed with caution.

Step 8: After reviewing and taking the appropriate action with the Case Findings Records, click the button to close the window.

YOU HAVE SUCCESSFULLY USED THE CASE FINDING MODULE. Well Done!